



Miami-Dade County Public Schools

giving our students the world

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February 21, 2018

Dear Palmetto Elementary Parents and Community:

We are all saddened by last week's tragedy in Parkland. As a community, we must come together and show our love and dedication towards our children. Moving forward, I would like to express to you the actions that we, have been taking and, will continue taking to ensure our family's safety:

- We are working closely with Pinecrest Police and Miami-Dade County Police to provide an environment that is safe and conducive for instruction. Our School's Security Plan has been reviewed, updated, and distributed to all personnel.
- Administrative team members and other key personnel are assigned to strategic locations and visible always and especially at opening of school and dismissal.
- As usual, all exterior doors are locked to prevent entry from the outside during school hours. All classroom doors will be locked throughout the day.
- We have one monitored entry point with buzz in system during school hours. Employee's will screen all unknown visitors attempting to gain access into the school site. All visitors entering the campus will receive a visitor's pass and ensure that they sign-in when entering the building.
- We have reviewed student early release procedures with school-site administrators, security monitors, office personnel, and after-school staff when applicable.
- We have ensured that our security monitor wear the required green security uniform shirt while on duty.
- We have reviewed lockdown and evacuation procedures with all faculty, staff, and students. We are up to date on our school wide Fire and Lockdown Drills.



A Cambridge School of International Studies

*Eric Torres, Principal / Sarah Fair, Assistant Principal
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- “Challenge and check system.” and “ See something, say something” This practice directs faculty and staff to stop all unknown individuals NOT wearing a visitor’s identification. These individuals will be escorted to the designated Access/Entry point for proper screening. We will contact the Miami-Dade Schools Police Department (M-DSPD) 305-995-COPS (2677) when any individual is not cooperating with the staff member’s request.
- We will update emergency contact information, as needed, for all students and employees

Sincerely,

Eric Torres
Principal



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